

DCI

RECORD COPY

OLL 85-2740
21 August 1985

MEMORANDUM FOR: EA/ExDir

FROM:

OLL Representative

STAT

SUBJECT: Proposed New Secretary Descriptions

1. NATURE OF WORK. Following are the Office of Legislative Liaison's suggestions to better describe the Nature of Work for the proposed Levels I, II, III, and IV.

--Level I is fine. Level II is also satisfactory but when looking at Level III, we suggest that parts of III be incorporated into II and some into IV. The Level III breakdown is as follows:

a. "drafting regular and recurring statistical/information reports;" should be Level II

b. "arranging travel and conferences involving multiple participants and/or overseas itineraries;" could be II and III

c. "screening the supervisor's mail and assigning to other officers items which require preliminary work before being brought to the attention of the supervisor;" Level II

d. "initiating action on priority items when the supervisor is not available" Level III

e. "supervising and reviewing the work of subordinate secretaries and clerical employees" Level III and IV

f. "sensitive personnel matters" and "tightly held counterintelligence matters" Level IV

g. "financial accountings"--We presume this is a DO requirement for overseas secretaries. Perhaps the secretary could be compensated while overseas for doing this added duty which is normally done by the administrative officer.

The overall feeling perceived after reading the Level II and III Nature of Work descriptions is that II sounds too much like the present GS-07 overload. There should be a better flow into III to spread out the GS-07 problem.

In conjunction with breaking down Level III, we suggest a rewrite of the Executive Assistant position in the higher level offices. A Level IV Executive Secretary could be doing much of what the Executive Assistant is doing in many cases. Bring in a typist for the routine typing but let the IV Secretary have some real responsibility.

SHORTHAND

Under Level I, shorthand should be listed as a refresher course for those who want it. At Level II, shorthand should not be required for a job and the majority of the secretaries (7 out of 10) and former secretaries polled felt that shorthand should not be required at Level III. It should be required at Level IV. Refresher courses should be made available at all levels for each secretary's record.

TRAINING

Assigning specific training is a very good idea. We were not sure what was involved in some of the courses, but we felt a shakedown of the course content would occur if the material was not pertinent. We also thought that a specific schedule of courses for each secretary should be set up and perhaps given to the secretary and his/her supervisor every month as a strong reminder of requirements.

PERKS Level IV

End of the year bonus
Executive Dining Room privileges
Reserved parking spaces



STAT



STAT